

SEDGWICK COUNTY/CITY OF WICHITA  
BACKYARD DRAINAGE POLICIES  
EFFECTIVE: January 2001

Requirements to be imposed on land developers are as follows:

1. Develop Master Drainage Plan for the subdivision with a minimum of four required grade elevations identified at each lot on the plat. Streets, storm sewer, and sanitary sewer elevations will be checked by the appropriate governmental jurisdiction to assure they are built in accordance with the engineered plans. The developer will stipulate, for each buildable lot, whether a buried basement (B), view-out (VO) or walkout (WO) basement is proposed. The four elevations to be established for each lot or home are:
  - A. Elevation of top of street curb.
  - B. Minimum elevation of top of foundation.
  - C. Minimum elevation of top of view-out wall or a walkout wall, whichever the lot is designed for.
  - D. Rear drainage swale elevations (Survey monuments to be set on grade on each lot line and flagged).

The Master Drainage Plan shall be submitted along with the final plat, a minimum of two weeks prior to consideration by the Subdivision Committee of the Metropolitan Area Planning Commission (MAPC).

2. Record Master Drainage Plan with Register of Deeds.
3. The Master Drainage Plan will provide detailed information for individual builders so that they will have all the necessary information as to the type of residences that can be built on certain lots.
4. Subdivision plats shall clearly label all easements, right-of-ways, or reserves as drainage facilities when said facilities are used as a part of the Master Drainage Plan or lot grading plan.
5. The subdivision plat shall clearly state that a drainage plan has been developed for the subdivision and that all drainage easements, right-of-ways, or reserves shall remain at the established grades and unobstructed to allow for the conveyance of storm water.
6. If the subdivision Master Drainage Plan calls for the drainage of properties by back lot line drainage swales, the minimum allowable swale slope shall be 1.0%. Flatter slopes will require the paving of the swale or the installation of underground pipe and inlets to maintain positive drainage.

Requirements to be imposed on builders are as follows:

1. Builders will be required to develop individual lot grading plans consistent with the subdivision Master Drainage Plan and to construct basement and foundation walls to comply with said plans. The objective of these requirements is to make sure that final grades can be set so that they will work in substantial compliance with the Master Drainage Plan for the lot and area. Minor variances may be allowed providing there is no negative impact on the Master Drainage Plan.
2. Builders will be required to get a verification from a surveyor after basement walls are poured and before plumbing groundwork inspection to verify that wall elevations are built in accordance with the lot grading plan. This verification can be provided by an engineer or registered surveyor and must be submitted to the appropriate building code enforcement agency in order to get the plumbing groundwork inspection. At the time the survey verification is done, the surveyor will be instructed to verify, in addition to the basement wall heights, the elevation of the rear and side lot flow line monuments, two curb elevations in front of the lot, the elevation of the top of any

manholes on the property, and the elevation of any storm drainage inlets. Builder will be required to protect and maintain rear flow line monuments during construction.

3. If a walkout, or view-out, is designated as the correct residence on a particular lot and the builder wishes to vary from it, in terms of the elevation to be built, it will be allowed. However, the builder must consult with the design engineer for the subdivision and provide proof to the code enforcement agency that has jurisdiction that the drainage requirements can still be met.

# **MEMORANDUM**

*OCI Policy Number 2001 -001, Revision #2, as Revised on 6/04/2002; first revised on 6/25/01 (Revision #1)*

TO: Paul Hays, Senior Plans Examiner; Ray Sledge, Construction Inspection Supervisor/Building; Dan Leidy, Construction Inspection Supervisor/Plumbing; Taylor Levins, Building Permit Examiner; Mike Gable, Building Permit Examiner; Robin Riddel, Building Permit Examiner; Betty Roark, Administrative Aide.

FROM: Kurt A. Schroeder, Superintendent of Central Inspection

SUBJECT: New Backyard Drainage Policies and Procedures: Revised Master Drainage Plan Requirements and Building Permit and Inspection Requirements

DATE: REVISION #2 - June 4, 2002; REVISION #1 - June 25, 2001; Original - February 6, 2001

As you are aware, the City of Wichita recently adopted new Backyard Drainage Policies (see attached "Sedgwick County/City of Wichita Backyard Drainage Policies"). These policies took effect on October 5, 2000 for any new final plat considered by the Subdivision Committee of the Metropolitan Area Planning Commission on or after October 5, 2000. A copy of these new policies was distributed to you on October 4, 2000.

As you can see in the new Backyard Drainage Policies, several new requirements have been imposed on builders that obtain building permits for new buildings located in one of these newly platted areas. Outlined below in a summarized version of builder requirements:

- First, builders will be required to develop individual lot grading plans consistent with the approved subdivision Master Drainage Plan, and to construct basement and foundation walls to comply with said plans.
- Second, builders will be required to get a verification from a surveyor after basement walls are poured and before plumbing groundwork inspection to verify that all wall elevations are built in accordance with the lot grading plan. The verification can be provided by an engineer or registered surveyor and must be submitted to OCI prior to the plumbing groundwork inspection.
- If the builder wishes to vary from the Master Drainage Plan, this may be allowed after the builder has consulted with the subdivision design engineer and can submit proof to the City that the Master Drainage Plan will still work.

***Effective immediately, the following procedures are to be implemented in OCI to assure that Master Drainage Plans for final subdivision plats submitted to the Subdivision Committee of the MAPC on or after October 5, 2000, are effectively enforced.***

Building Permit Application Minimum Requirements (for final plats submitted for Subdivision Committee Review on or after 10/5/2000):

The site plan submitted by the builder shall indicate the following minimums as related to drainage of elevations:

- An indication as to whether or not the proposed building will have a buried basement (B), a view-out basement (VO), or walk-out basement (WO). The site plan should also indicate the minimum elevation of the top of the proposed view-out or walk-out wall, whichever the lot was designed to accommodate. The permit writer shall indicate the type of structure on the 4th screen of the Building Permit Case in Tidemark in the data element called "Type" ("No Opening" for buried basement or B, "View-Out" for view-out or VO, or "Walk-Out" for walkout or WO).
- The minimum elevation of the top of foundation.
- The elevation of the top of the street curb from the Master Drainage Plan or from a revised and City-approved "as-built" elevation.
- The elevation of any rear and side lot line drainage flow monuments.
- The elevation of any storm drainage inlets on the property or in the City ROW in front of the lot.
- An indication of whether or not there is a sewer manhole on site, a general indication of where the manhole is located on the site, and the elevation of the top of the manhole on the site. The permit writer shall also indicate whether or not there is a sewer manhole on site by entering "Yes" or "No" in the data element called "Sewer Manhole on Site" on the 2nd screen of the Tidemark Building Permit Case.
- If the proposed elevations and/or type of basement allowed is to be different than that allowed by the Master Drainage Plan, this is to be noted in the case "Description" after approval of such change is received from the City Subdivision Engineer or Storm Water Utility Engineer.
- There is a new Tidemark Activity called "Drainage Survey Required". This activity should be added to the building permit case by opening the activities item, clicking "Add" on the toolbar, and then by selecting this activity. When adding the activity, the permit writer should select "OK" rather than "Sign-Off" so that "Date 3" remains empty. "Sign-Off" of this activity should occur when the required survey is submitted. This activity, when not "signed off" will not allow a plumbing underground, temporary final or full final inspection to be scheduled without a manual override by a staff person.
- There has been a new data field added to the Residential Building Permit Form called "Drainage Survey Required?" (Y IN). If the "Type" field is filled in on the 4th screen of the Building Permit case in Tidemark ("Area Residential"), it will print out "Yes" or "No" in this field on the Building Permit Form and on the daily Building Inspection Report Log.

### **Survey Submittal Requirements:**

After basement walls have been poured, and before a "220 Plumbing Groundwork" inspection is performed, the builder is required to provide the construction inspector or building permit desk verification from a surveyor (engineer or registered surveyor) to verify that elevations are in accordance with the approved master Drainage Plan for the lot and area. The survey must show/indicate at a minimum:

- The elevation of the top of the foundation, showing that the elevation as built meets or exceeds the minimum elevation required by the Master Drainage Plan.
- The elevation of the top of the view-out or walk-out wall, whichever the lot was designed for, indicating that the elevation meets or exceeds the minimum elevation required by the Master Drainage Plan.
- The elevation of the rear and side lot flow line monument, indicating that the elevations meet the requirements of the Master Drainage Plan.
- Curb elevations at two points in front of the lot, indicating that the elevations meet the requirements of the Master Drainage Plan.
- The elevation of the top of any sewer manhole on the lot.
- The elevation of any storm drainage inlets on the lot or in front of the lot, indicating that the elevations meet the requirements of the Master Drainage Plan.
- Upon submittal of the required survey, the Tidemark case parcel tag of "New 1&2 Fam Fndtn Survey Reqr'd" should be checked as "met" by OCI staff, and the date that the condition was met should be entered.
- The foundation/drainage survey should be included with the Building Permit record and microfilmed with the permit.

### **Exception:**

In some instances, building permits may be issued prior to the installation of streets, curbs and gutters, or even before final utility main installations (for example, for model homes). In such cases, a partial survey that does not include as-built curb elevations and/or rear easement elevations may be accepted. However, after receipt and "sign-off" of the "Drainage Survey Required" activity that releases the underground plumbing inspection, the "Drainage Survey Required" activity must be re-added so that the temporary or full final C.O. inspection is held until the final survey with all required information is submitted. A second option is to not "sign off" the "Drainage Survey Required" activity, and to manually override the hold on the underground plumbing survey to schedule that inspection, noting that the final survey will be provided prior to temporary or final C.O. inspection request.

### **Other Information:**

Also attached for your review is a listing of plats submitted to MAPD since 10/05/2000 for which a Master Drainage Plan, including all the requirements of the new Policy, should have been submitted.

CC: Ray Sledge, Construction Inspection Supervisor